Embassy of Denmark: Document checklist for Officials visits

Dear Applicant

Your application and documentation will be delivered to the Danish Embassy in Addis Ababa and your case will be processed by the Danish Embassy within fifteen days.
Please note that your application is incomplete. The document(s) highlighted below are missing. The Danish Embassy therefore kindly requests you to hand in the below documentation:

Missing document(s)	Type of document (requirements 1-9 are mandatory for all applicants)
	1. Visa Application Form duly completed, with signature. Original required.
	2. One passport photo, *The photograph must be passport-size with a light background, no older than 3 months.*
	3. Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages.
	4. Copy of the applicant's passport identity page, previous passport and previous visas
	5. Travel medical insurance with a minimum coverage of 30,000 Euro valid for all Schengen States for the duration of your stay
	6. Flight booking/ reservation. If visa is granted confirmed ticket
	7. Proof of accommodation/Hotel reservation
	8. Recent bank statement covering the minimum last three month and/or personal bank saving book and any other documentation relating to the applicants financial status and personal ties in Ethiopia (or country of residence):): *title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.* ***Employed:*** *dated and signed letter the current employer* ***Self-employed:*** *original trade/business license, tax registration and similar* ***Retired:*** *Documents proving the pension or other financial support*
	9 .For minors: *Original notary certificate of family relation or proof of guardianship must be legalised by the Ministry for Foreign Affairs and one photocopy thereof.* ***Minors travelling alone or with just one parent: parents must make appointment (be present) at the Danish Embassy.***
	10. Invitation letter must be written on official paper or VU1 filed form and signed by the host mentioning clearly: *purpose and duration of your stay; detailed program and itinerary; an indication of the costs and entity that will pay for them; Data and contact details from the inviting host abroad.*
	11. Official Visit –*Invitation; Note Verbale from Ministry for Foreign Affairs, Embassy or International Organisation, including personal data, function in the administration, purpose of visit, dates of the visit, if available: letter from the relevant Ministry/organisation*

The Danish Embassy requests you to hand in the required documentation **within 5 days from today**. If the Danish Embassy has not received the documentation by this deadline, the Danish Embassy will make a decision in the case based on the present information.

Please choose one of the following options:
☐ I will be coming back within 5 working days with the missing document(s).
☐ I do not have the opportunity to hand in the missing documents within 5 days and therefore I would like to postpone the submission of my application
☐ I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

Kind regards, The Royal Danish Embassy, Addis Ababa, Visa Section

You can hand in the documentation to VFS, or send it by courier to VFS. Please note, if you chose to send the missing documentation by e-mail to addambvisa@um.dk, it will be via an unencrypted connection. Please remember to state your passport number and your case number which you will find at the receipt from VFS.
The Danish Embassy or the VFS will contact you in case the Danish Embassy needs further information or as soon as we have reached a decision in your case.

_____	_____	_____	_____
Applicant Signatory	Case number ID	Passport number	Date and place